



ORDINARY MINUTES

DATE: Tuesday, 16 October 2012

TIME: 2:45pm

VENUE: Council Chambers, Lowood
Road, Mount Barker WA 6324

Rob Stewart
CHIEF EXECUTIVE OFFICER

MEMBERSHIP – Quorum (5)

Membership:

Cr K Clements – Shire President
Cr M Skinner – Deputy Shire President
Cr S Etherington JP
Cr B Bell
Cr C Pavlovich
Cr J Moir
Cr A Budrikis
Cr G Messmer
Cr L Handasyde

Information and recommendations are included in the reports to assist the Council in the decision making process and may not constitute the Council's decision until considered by the Council.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2:45 pm The Presiding Member declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Members Present:

Cr K Clements	Shire President
Cr M Skinner	Deputy Shire President
Cr B Bell	Councillor
Cr A Budrikis	Councillor (Left Chambers at 3:33pm, returned 3:41pm)
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr G Messmer	Councillor (Left Chambers at 3:33pm, returned 3:41pm)
Cr J Moir	Councillor
Cr C Pavlovich	Councillor (Left Chambers at 2:55pm, returned 2:56pm) (Left Chambers at 3:09pm, returned 3:28pm)

In Attendance:

Mr John Fathers	Deputy Chief Executive Officer
Ms Nicole Selesnew	Manager Community Services
Mr Peter Duncan	Manager Development Services
Mr Dominic Le Cerf	Manager Works and Services
Mr Vincent Jenkins	Planning Officer
Ms Cobie MacLean	Administration Officer (Planning)

There were four members of the public present.

Previously Approved Leave of Absence:

Cr J Moir – 5 to 9 November 2012 (inclusive)

Emergency Evacuation Procedures/Disclaimer:

Working to Occupational Safety and Health Best Practices, Mr John Fathers - Deputy Chief Executive Officer, read aloud the emergency evacuation procedures for Councillors, staff and members of the public present in the Council Chambers.

Mr Fathers then read aloud the following disclaimer:

'No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff.

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 KIRSTEN BEIDATSCH - COMMUNITY GARDEN PROPOSAL

Kirsten spoke in the affirmative to Item 9.3.1 and the proposed community garden. Kirsten read out a letter from the Community Garden Coordinator, Rainbow Coast Neighbourhood Centre:

'As the Community Garden Coordinator at the Rainbow Coast Neighbourhood Centre Community Garden, Albany, I am delighted to be able to offer a letter of support for the proposed Mount Barker Community Garden.

Community gardens are increasingly being recognised as a valuable community-building initiative with benefits ranging from improved community health to the promotion of social inclusion and increased civic engagement.

In the three years in which the Rainbow Coast Community Garden has been in existence, we have seen demonstrable evidence of this with the garden attracting volunteers and course participants from a diversity of ages, abilities and cultural backgrounds.

The Rainbow Coast Community Garden has also been able to attract funding from external funding sources – private enterprise and state and federal funding pools, - to the point where it is now able to employ two part-time staff and has become a well used site for delivering a range of fully-funded Adult and Continuing Education courses.

Knowing the dedication of the key instigators of the Mount Barker proposal I have every confidence in their ability to create a similarly vibrant and valuable community resource given the opportunity to do so.'

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr A Budrikis

Disclosed a Financial/Indirect Financial (Section 5.60(A) and Section 5.61 LGA) Interest in Item 9.4.4 – General Manager of Building Company (Imagin) that has lodged an expression of interest with Plantagenet Village Homes.

Cr G Messmer

Disclosed a Closely Associated Person (Section 5.62 LGA) Interest in Item 9.4.4 – Wife is a Board member of Plantagenet Village Homes.

Cr C Pavlovich

Disclosed a Proximity (Section 5.60 (B) LGA) Interest in Item 9.1.2 – adjoining landowner.

Disclosed a Closely Associated Person (Section 5.62 LGA) Interest and Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived interests (Clause 2.3 Code of Conduct) in Item 9.3.3 – Committee member of the Mount Barker Football Club, future end user of Frost Park facility.

Mrs N Selesnew

Disclosed a Code of Conduct Disclosure (S5.70 LGA/Reg 34C Local Government Administration Regulations) in Item 9.3.2 – Member of the Turf Club Committee.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

7 CONFIRMATION OF MINUTES

Moved Cr B Bell, seconded Cr G Messmer:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 25 September 2012 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 212/12

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed notes separately.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 1552 HAMBLEY STREET, MOUNT BARKER - 25 LOT RESIDENTIAL SUBDIVISION

File No:	N23188
Attachments:	Location Plan Plan of Subdivision
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	16 October 2012
Applicant:	Dykstra Planning

PURPOSE

The purpose of this report is to consider a 25 lot residential subdivision at Lot 1552 Hambley Street, Mount Barker.

BACKGROUND

Council Records show the registered owner of Lot 1552 Hambley Street, Mount Barker is Nildara Pty Ltd.

On 23 May 2007, the Western Australian Planning Commission (WAPC) approved the subdivision of Lot 155 Mount Barker Road (3.48ha) into two lots (1551 and 1552). This subdivision excised an area of 8,096m² including the existing house and former apple packing building. Lots 1551 Mount Barker Road and 1552 Lowood Road (now Hambley Street) have been created and Deposited Plan 560856 endorsed by the WAPC on 15 November 2007. These property titles were registered on 21 November 2007.

On 22 June 2007, the WAPC approved the subdivision (WAPC 134306) of Lots 1551 and 1552 into 32 lots. Lot sizes for this approval varied from 624m² to 697m² and two lots of 1,083m² and 1,103 m². This subdivision was approved subject to various conditions and was valid for a period of four years and this approval expired on 22 June 2011.

The WAPC, on 28 September 2007 approved a revised subdivision (WAPC 135656) of Lots 1551 and 1552 into 35 lots. Lot sizes for this approval varied from 580m² to 653m² and lots of 748m², 913m², 1,064m² and 1,375m². This subdivision was approved subject to various conditions and was valid for a period of four years which expired on 28 September 2011.

The Minister for Lands on 18 June 2010 approved the road name change of the portion of Lowood Road south of Mondurup Street to Hambley Street.

The Council on 5 September 2012 received a fresh subdivision application (WAPC 146663), the subject of this report. This proposal involves the subdivision of Lot 1552 Hambley Street (2.68ha) into 25 lots with proposed lot sizes varying from 791m² to 900m² and a 1164m² lot for the purposes of public open space and drainage.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – zoned Residential (R5/15).

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 18 - Planning Vision, Lot 1552 and adjoining properties are located within the proposed Residential R5/17.5 area. This increase in upper density Code to R17.5 is highly likely to be included in the final Shire of Plantagenet Local Planning Strategy.

Council Delegation LG 035 – As the subdivision involves more than five lots, the matter needs to be determined by the Council.

STRATEGIC IMPLICATIONS

Shire of Plantagenet Strategic Community Plan 2012-2022 at Outcome 2.2 Strategy 2.2.5:

‘Encourage industry, business and residential development that is consistent with the individual character of towns.’

Shire of Plantagenet Mount Barker Public Open Space Strategy November 2007 (Updated June 2011) aims:

‘To identify a strategic direction for the Council for an integrated corporate approach of Public Open Space for the urban areas of Mount Barker.’

OFFICER COMMENT

Lot 1552 Hambley Street is 2.68ha in area and this proposal involves the subdivision of this lot into 25 lots. Proposed lot sizes will vary from 791m² to 900m² and one 1164m² lot for the purposes of public open space and drainage. The proponent's consultant feels these larger size lots will be more attractive to the residential property market.

The proposal involves the construction of a new 18m wide cul-de-sac linked to Hambley Street providing access to proposed Lots 1 to 17. Lots 18 to 25 will gain access off Morpeth Road which will need to be constructed to the full extent of the frontage of the subdivision. In addition, a cul-de-sac head will need to be constructed within the Morpeth Road road reserve 10m west of the shared property

boundary with Lot 1551 Mount Barker Road and proposed Lot 18 Morpeth Road to ensure vehicular access to Lot 1551.

The subdivision conforms to the minimum site area per dwelling and minimum frontage requirements set in the Residential Design Codes for the R15 density code.

The subdivision will be connected to the reticulated sewer and water and underground power networks.

The proposal includes a 1164m² lot for the purposes of public open space and drainage. An urban water management plan was not submitted as part of the application to assess strategies to manage all forms of water including stormwater, ground water and water for the environment. To assess water management strategies and the impact of water on functional public open space provision, an urban water management plan is required to be submitted for approval prior to commencement of any site works. Public open space and/or a cash-in-lieu contribution will be required to be provided in respect to the standard 10% allocation required by WAPC policy. Areas for drainage cannot generally be considered as useable public open space. In this locality it is considered the majority if not the all of the 1,164m² will be required for drainage infrastructure and as such a cash-in-lieu of the 10% public open space will be appropriate.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr M Skinner:

That:

- 1. The proposal for a 25 lot subdivision at Lot 1552 Hambley Street, Mount Barker be supported subject to:**
 - a. An urban water management plan being prepared and submitted for approval prior to the commencement of any site works. This may involve the setting of the verge at a particular gradient and/or the provision of land for a drainage facility.**
 - b. Construction not commencing until the Council has approved detailed engineering plans and specifications of works, including earthworks, roads and paths, drainage, clearing, landscaping, rehabilitation and soil stabilisation measures, both during and after construction.**
 - c. All stormwater being contained on site, however overflow can be directed to the district drainage system to the satisfaction of the Manager Works and Services as part of the urban water management plan.**
 - d. All roads being constructed, drained, kerbed and sealed (hotmix) with a minimum of a 6m wide seal to the satisfaction of the Manager Works and Services.**

- e. **The portion of Morpeth Street from Hambley Street to 10m west of the shared property boundary with Lot 1551 Mount Barker Road and proposed Lot 18 Morpeth Road being constructed, drained and sealed (hotmix) with a minimum width of 6m to the satisfaction of the Manager Works and Services.**
- f. **The subdivider contributing to the upgrade of Hambley Street and this may involve the widening of the seal, provision of mountable kerbing and drainage to the satisfaction of the Manager Works and Services.**
- g. **The subdivider providing dual use paths along Morpeth Street, Hambley Street and the internal subdivision roads.**
- h. **Crossovers for all lots being constructed, drained and sealed to the satisfaction of the Manager Works and Services.**
- i. **Street lighting being provided to the satisfaction of the Manager Works and Services.**
- j. **Land being filled and/or drained at the subdivider's cost and any easements and/or reserves necessary for the implementation thereof being granted free of cost.**
- k. **8.5m truncations being provided to all corner lots.**
- l. **All lots being connected to reticulated water and sewer and underground power networks.**
- m. **Street trees being provided in accordance with the Mount Barker Townscape Review 2002 species list to the satisfaction of the Manager Works and Services.**
- n. **A landscaping plan being submitted detailing the appropriate planting and timing of planting of street trees to the satisfaction of the Manager Works and Services.**
- o. **Existing fencing being removed or relocated to be on the new boundaries.**
- p. **Suitable arrangements being made for a cash-in-lieu contribution for the 10% Public Open Space, in accordance with Section 153 of the Planning and Development Act 2005.**

2. If required as a result of the Western Australian Planning Commission condition of approval, authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Notification under Section 70A of the Transfer of Land Act 1893 (as amended) and/or Section 165 of the Planning and Development Act 2005.

CARRIED (9/0)

NO. 213/12

9.1.2 LOT 589 MCDONALD AVENUE, MOUNT BARKER – OFFICE ADDITION WITH REDUCED SETBACK AND LANDSCAPING

A Proximity (Section 5.60(B) LGA) Interest was disclosed by Cr Chris Pavlovich. Nature and extent of Interest – adjoining landowner.

2:55 pm Cr C Pavlovich withdrew from the meeting.

File No: N24248
Attachments: [Location Plan](#)
[Site Plan](#)
[Part Site Plan](#)
[Floor Plan, Elevations and Section](#)
Responsible Officer: Peter Duncan
Manager Development Services
Author: Vincent Jenkins
Planning Officer
Proposed Meeting Date: 16 October 2012
Applicant: P Wallinger

PURPOSE

The purpose of this report is to consider an application for an office addition with a reduced street boundary setback and reduced landscaping at Lot 589 McDonald Avenue, Mount Barker.

BACKGROUND

Shire records show the registered owner of Lot 589 McDonald Avenue is P Wallinger.

The subject land is located within the industrial area in McDonald Avenue. Existing development at Lot 589 consists of one 352m² building being used as part of a concrete manufacturing business (Plantagenet Concrete). This building is also part of an existing 960m² building that straddles the property boundary between Lot 589 and Lot 581 to the east.

The proponent originally submitted an application for Planning Consent (PC) on 28 February 2011 for an office addition with a reduced street boundary setback to the front of the existing building at Lot 589 McDonald Avenue. As the application was incomplete, further information was sought concerning landscaping improvements and the use of a second hand transportable for the proposed office addition.

The Council on 18 September 2012 received new information on the application for PC, the subject of this report.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – Zoned Industrial

Clause 6.3.2 of TPS3 states:

'The Council having regard to any matter which it is required by the Scheme to consider, to the purpose for which the land is reserved, zoned or approved for use under the Scheme, to the purpose for which land in the locality is used, and to the orderly and proper planning of the locality and the preservation of the amenities of the locality may refuse to approve any application for planning consent or may grant its' approval unconditionally or subject to such conditions as it thinks fit.'

Clause 5.2 of TPS3 states:

If a development, other than a residential development, the subject of an application for planning consent, does not comply with a standard or requirement prescribed by the Scheme with respect to that development the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

- (a) *approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality.'*

Schedule 4 - Zone Development Table of TPS3 for the Industrial Zone requires a 20m street boundary setback. The office addition to the front of the existing building is setback 9.3m from the street boundary.

Schedule 4 - Zone Development Table of TPS3 for the Industrial Zone requires a minimum 20% of the site area to be landscaped and in this instance 809m² landscaping is required. The site plan shows a landscape area of 368.6m², which is 9.11% of the site area.

Building Code of Australia

FINANCIAL IMPLICATIONS

The application fee of \$135.00 has been paid.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides an Outcome 2.2 (Appropriate development which is diverse in nature and protects local heritage) the following Strategy 2.2.5:

'Encourage industry, business and residential development that is consistent with the individual character of towns.'

OFFICER COMMENT

Lot 589 McDonald Avenue is 4,045m² in area and existing development consists of 352m² of an existing building which is 960m² in total. The overall building straddles the property boundary between Lot 589 and Lot 581 to the east. This existing building is setback 12.3m from McDonald Avenue.

Plantagenet Concrete is a local business that manufactures concrete and concrete products. The business is operating on adjoining properties Lot 589 McDonald Avenue and Lot 1 Bourke Street. Lot 589 is being used as a depot for heavy vehicles and administrative purposes and is also being used for the forming of concrete products such as retaining walls and paving. All concrete manufacturing equipment (concrete batching plant and aggregate bunkers) are located at Lot 1 Bourke Street where concrete is being manufactured.

The proposed office is a second hand transportable building which will be added to the front elevation of the existing building at Lot 589. The existing building is located 12.3m from the street boundary and the proposed office addition will be located 9.3m from the street boundary.

The transportable office addition will include a new Colorbond® roof addition to match the existing building. The external walls of the transportable office will be clad in Weathertex® weatherboard. The proposal further involves the addition of a verandah (3m x 6m) to the west side of the existing building.

The application involves the provision of 368.6m² landscaping (9.11% of the site area) where 809m² landscaping (20% of the site area) is required by TPS3. The landscape design involves the provision of three landscape parcels. An area of 99.56m² will be provided between the street boundary, the proposed office addition and existing building. An area of 132.2m² will be provided along the shared property boundary with Lot 588 to the west. A 137.5m² landscaping strip will separate the equipment storage area from the heavy vehicle thoroughfare to the concrete batching plant. Some of the landscaping has been installed.

The proposed landscaping areas and locations are a result of the proponent wishing to create a sufficient amount of space for heavy vehicles, equipment and machinery to safely access the existing outbuilding and concrete manufacturing equipment. A total area of 368.6m² (9.11% of the site area) for landscaping is considered acceptable in this instance.

Some areas where vehicles currently move or park are sealed. The thoroughfare area and car parking area, excluding proposed landscape areas, will need to be sealed from the front property boundary up to the back of the proposed verandah. In addition, areas where vehicles may move or park, not already sealed, will need to be constructed to a compacted gravel standard.

The existing crossover providing access for commercial vehicles to Lot 589 is currently gravel. This crossover will need to be sealed to the satisfaction of the Manager Works and Services.

With the exception of reduced street boundary setback together with reduced landscaping areas, the existing and proposed development at Lot 589 McDonald

Avenue conforms to development provisions set in Schedule 4 of TPS3 for the Industrial zone.

The variation of the street setback and landscaping standards is supported.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr G Messmer:

That in accordance with Clauses 5.2 and 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3, the application for reduced street boundary setback of 9.3m for the second hand transportable building and reduced landscaping of 9.11% of the site area at Lot 589 McDonald Avenue, Mount Barker be approved subject to:

- 1. Development being in accordance with the plans dated 18 September 2012.**
- 2. All car bays being a minimum of 2.7m x 5.5m with a 6.0m manoeuvring space and being drained, sealed and line marked to the satisfaction of the Manager Works and Services.**
- 3. A minimum 9m width crossover being constructed, sealed and drained to the satisfaction of the Manager Works and Services.**
- 4. Stormwater being contained on site, however, overflow can be directed to the district drainage system to the satisfaction of the Manager Works and Services.**
- 5. Landscaping being installed and maintained to the satisfaction of the Manager Works and Services.**
- 6. The thoroughfare area and car parking area, excluding proposed landscape areas, being sealed from the front property boundary up to the back of the proposed verandah.**
- 7. The remaining outdoor areas where vehicles may move or park being constructed to a compacted gravel standard.**

ADVICE NOTE:

The applicant is advised to consider applying to the Western Australian Planning Commission for the amalgamation of Lots 581 and 589 McDonald Avenue into one lot to remove the matter of the existing building encroaching over the lot boundary.

CARRIED (8/0)

NO. 214/12

2:56 pm Cr C Pavlovich returned to the meeting.

9.2 WORKS AND SERVICES REPORTS

9.2.1 POLICY REVIEW - SCHOOL BUS ROUTES

File No:	N24250
Attachments:	I/R/10 School Bus Routes – current policy with changes
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Works Administration Officer
Proposed Meeting Date:	16 October 2012

PURPOSE

The purpose of this report is to review Council Policy No. I/R/10 – School Bus Routes.

BACKGROUND

This policy was last reviewed by the Council at its meeting held 28 September 2010.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has occurred with a representative from the Public Transport Authority – School Bus Services to obtain advice on the Authority's current policy.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

The review of this Policy is presented to the Council as part of the ongoing Council Policy review cycle.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022, provides at Outcome 3.3 (A well-developed relationship with industry, commerce and government), the following Strategy 3.3.3:

'Develop and maintain intergovernmental relationships.'

OFFICER COMMENT

As the schools no longer provide route maps to the Shire, the Policy has been amended to reflect the current practice whereby the Public Transport Authority (PTA) issue specific route maps with each new school bus stop application. An updated complete set of route maps can be provided annually by the PTA upon request by the Shire. This has been amended in the updated policy.

The current 14 day time frame for the approval of school bus applications is considered adequate by Council Officers and the PTA and has therefore been left unchanged.

A copy of the proposed Policy with amendments is attached. For assistance, deleted words are struck through and additional words are italicised.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That amended Council Policy No I/R/10 – School Bus Routes, as follows:

OBJECTIVE:

To provide clear guidelines relating to applications for and changes to School Bus Routes.

POLICY:

The Council will, with regard to School Bus Routes require:

1. A minimum of 14 working days after the submission of application for the approval of School Bus Routes.
2. An updated set of school bus route maps from the Public Transport Authority by 28 February each year and that a new set of school bus route maps be forwarded each year regardless of whether a change has occurred or not.'

be endorsed.

CARRIED (9/0)

NO. 215/12

9.3 COMMUNITY SERVICES REPORTS

9.3.1 LOT 119 ALBANY HIGHWAY MOUNT BARKER - PROPOSED COMMUNITY GARDEN

File No:	N24294
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Nicole Selesnew Manager Community Services
Proposed Meeting Date:	16 October 2012

PURPOSE

The purpose of this report is to endorse the use of part of Lot 119 Albany Highway, Mount Barker, for a community garden and to progress the formation of a lease for the site with the Baptist Union of Western Australia.

BACKGROUND

The Mount Barker Community Garden Committee (MBCG) aims to encourage the community to help grow fruit, vegetables and herbs on communal garden beds and in an orchard. Produce will be freely available to the public when it is in season. The MBCG's philosophy is to work with the community, educating about growing fresh produce and encouraging public to help at the site. Their focus groups are seniors and parents with young children.

There are several successful community gardens throughout Albany which operate on a trust basis. People tend to the gardens when they can commit the time and, in return, take fresh produce when available.

The MBCG has been looking for an appropriate site within Mount Barker for the past six months. Their site requirements include:

- Access to water;
- Space for raised garden beds and an orchard (seeking a minimum of 2,000m²);
- Cleared site without large shade trees; and
- Accessible for vehicles and pedestrians.

The most appropriate site identified is Lot 119 Albany Highway, Mount Barker (adjacent to and to the north of the Mount Barker Swimming Pool).

The MBCG is not an incorporated body and for this purpose, the Mount Barker Community Resource Centre has agreed to auspice the organisation. If the Shire was to lease Lot 119 Albany Highway for the purpose of a community garden, the lease would be with the Mount Barker Community Resource Centre's sponsor, the Baptist Union of Western Australia Incorporated.

Lot 119 Albany Highway, Mount Barker, is owned freehold by the Shire.

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 'Disposing of Property' applies to the disposition of property, including leasing.

Under Functions and General Regulations a disposition of land is an exempt disposition, and is excluded from the application of section 3.58, if:

'The land is disposed of to a body, whether incorporated or not –

a) The objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

b) The members of which are not enlisted or permitted to receive any pecuniary profit from the body's transactions.'

A lease to the Baptist Union of Western Australia would be an exempt disposition.

Shire of Plantagenet Town Planning Scheme No. 3 – Zoned Rural.

EXTERNAL CONSULTATION

Shire Officers have met with the MBCG Committee a number of times to review potential sites.

FINANCIAL IMPLICATIONS

It is proposed to lease the site for \$1.00 per annum. The MBCG would be responsible for financing all garden equipment and infrastructure required to create a community garden and orchard, including the connection to services.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategies:

'Strategy 1.3.1: Promote and support community and cultural events;

Strategy 1.3.2: Promote and support the initiatives and achievements of our volunteers;

Strategy 1.3.4: Actively promote and assist community groups and clubs; and

Strategy 1.3.5: Review access to community services within the Shire.'

OFFICER COMMENT

Lot 119 Albany Highway, Mount Barker, is a vacant lot with access from Albany Highway and through the Swimming Pool carpark.

The MBCG's plans for the site include:

- Separating the lot into three sections, with the third of the lot closest to the Albany Highway remaining vacant;
- Plant an orchard of fruit trees across a third of the site which will screen the garden bed area from the Albany Highway;
- Establish raised garden beds for vegetables and herbs at the rear of the lot with suitable surfacing between the garden beds to ensure safety and convenience for prams, wheelchairs etc;
- Clear the existing drain along the rear of the lot and plant the area with a reed bed to filter the water from the pool site. This water may then be recycled on the orchard;
- Ensure a pathway exists through the site so that the people that cross the lot on their way to the town or College can continue unimpeded;
- Establish the main vehicle entry at the rear of the lot, with access through the swimming pool carpark area; and
- Fence the garden bed site if required (pedestrian pathway to remain unfenced).

The purpose of establishing the rear of the lot, with an orchard screen between the garden beds and the Albany Highway, is to ensure that the gardens are adequately screened in the event they are not tendered adequately or vandalism occurs.

Access to the lot from the Swimming Pool car park is not ideal. There is an alternate entry point off Albany Highway across Lot 3, however this is more problematic with insufficient parking space and vehicles having to reverse into, or from, the car parking area on to the Highway.

The MBCG has longer term visions of a small storage shed on the site for their garden equipment and a kitchen / preparation area if the demand exists.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr G Messmer:

That:

1. The proposal to use part of Lot 119 Albany Highway, Mount Barker, for a community garden be endorsed; and
2. The Chief Executive Officer be authorised to negotiate a lease agreement for Council endorsement with the Baptist Union of Western Australia for part of Lot 119 Albany Highway, Mount Barker, for the purpose of a community garden.

AMENDMENT

Moved Cr B Bell, seconded Cr C Pavlovich:

That a part 3 be added to the motion:

‘If the Mount Barker Community Garden project fails, the garden be removed and the property be returned to its original condition at no cost to the Council.’

CARRIED (9/0)

NO. 216/12

COUNCIL DECISION

That:

1. The proposal to use part of Lot 119 Albany Highway, Mount Barker, for a community garden be endorsed;
2. The Chief Executive Officer be authorised to negotiate a lease agreement for Council endorsement with the Baptist Union of Western Australia for part of Lot 119 Albany Highway, Mount Barker, for the purpose of a community garden; and
3. If the Mount Barker Community Garden project fails, the garden be removed and the property be returned to its original condition at no cost to the Council.

CARRIED (9/0)

NO. 217/12

9.3.2 RESERVE 1790 MCDONALD AVENUE - SKINNER PAVILION - MOUNT BARKER TURF CLUB REQUEST FOR FACILITY ALTERATIONS

A Code of Conduct Disclosure (S5.70 LGA/Reg 34C Local Government Administration Regulations) was disclosed by Mrs N Selesnew – Nature and extent of Interest - Member of the Turf Club Committee.

File No: N24282

Attachments: [Skinner Pavilion Plan](#)

Responsible Officer: Rob Stewart
Chief Executive Officer

Author: Nicole Selesnew
Manager Community Services

Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to seek approval for minor building alterations to Skinner Pavilion, Frost Park, Mount Barker.

BACKGROUND

The Mount Barker Turf Club Incorporated (MBTC) uses Skinner Pavilion during race days for the racing administration office, stewards office, weighing scales and the male jockey rooms. A Facility Safety Audit, conducted by Racing and Wagering Western Australia (RWVA) on Monday 17 September 2012, identified a number of changes that need to be made to the building prior to the 2012 / 2013 racing season.

Skinner Pavilion is located adjacent to the racing track at Frost Park, Mount Barker (Reserve 1790). The Reserve is vested with the Shire for the purpose of Recreation. The Shire owns and maintains Skinner Pavilion.

STATUTORY ENVIRONMENT

The building amendments will need to comply with the requirements in the Building Act 2011 and Building Regulations 2012.

EXTERNAL CONSULTATION

Consultation has occurred with the MBTC Committee, RWVA and the Mount Barker Football Club. The Football Club uses Skinner Pavilion on match days but has no concerns about the proposed changes.

FINANCIAL IMPLICATIONS

The MBTC will be responsible for all the costs associated with the building alterations and may be eligible for a grant from RWVA to assist with the costs.

POLICY IMPLICATIONS

There are no policy implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Skinner Pavilion was built in 1978. The building is functional but nearing the end of its asset life. The Frost and Sounness Parks Precinct Development Plan identifies the need to demolish the Pavilion and construct new administration / changeroom facilities adjacent to Frost Pavilion. A development of this scale is not a priority at this point in time.

RWWA has requested that minor building amendments occur prior to the 2012 / 2013 racing season which begins in November 2012. The Turf Club proposes to use a qualified builder / carpenter. Ongoing maintenance of the facility will remain the Shire's responsibility.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategies:

'Strategy 1.5.1: Maintain and improve sporting and recreation facilities in the District based on catchment needs; and

Strategy 1.5.4: Promote the development of Frost Park as a major equine centre in the Great Southern Region.'

Further, Outcome 2.5 (Council buildings and facilities that meet community needs) identifies the following Strategy 2.5.1:

'Ensure Council buildings, facilities and public amenities are provided and maintained to an appropriate standard.'

OFFICER COMMENT

The MBTC is seeking approval to carry out the following alterations to Skinner Pavilion:

- Place a wall between the Male Jockey Changerooms and the old Scales Room. This will become an extended space for the Stewards to operate from; and
- Install a new room adjacent to the Female Jockey Changerooms to become the new Scales Room.

A plan of the proposed changes is attached.

It should also be noted that RWWA has requested further alterations to Frost Park prior to the racing season, these being:

- Lift the roof height of one set of race day stalls to avoid horses banging their heads. The MBTC has contracted a steel worker to complete this activity; and
- Install hand rails in the stewards' viewing towers. The MBTC will also arrange for this to occur.

The cost of all these improvements will be met by the MBTC.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr B Bell:

That the proposed Skinner Pavilion alterations at Reserve 1790 McDonald Avenue Mount Barker, as detailed on the attached plan dated 5 October 2012, be endorsed.

CARRIED (9/0)

NO. 218/12

9.3.3 SOUNNESS PARK RECREATION PRECINCT REDEVELOPMENT - BUILDING PLAN AMENDMENTS

A Closely Associated Person (Section 5.62LGA) and Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct) was disclosed by Cr Chris Pavlovich. Nature and Extent of Interest – Committee Member of future end user of Frost Park Facility, Mount Barker Football Club.

3:09pm Cr C Pavlovich withdrew from the meeting.

File No: N24284
Attachments: [Revised verandah details](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Nicole Selesnew
Manager Community Services
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to endorse an amended building elevation design, revise building materials and to recommend that the Sounness Park Recreation Precinct Development proceed to tender.

BACKGROUND

At its meeting held on 18 October 2011 the Council adopted the Site Plan Layout for the Sounness Park Recreation Development. On 10 April 2012 the Council adopted the Club Room and Change Room Design and Elevations, based on a rounded verandah style.

A Special Council Meeting was held on 10 September 2012 at which three amendments were made to the Sounness Park designs:

- The main vehicular / pedestrian entrance was relocated to Lowood Road;
- The proposed design for the Club Rooms and Change Rooms was amended to incorporate flat verandahs; and
- Change Rooms 1 and 3 were realigned so they were positioned opposite within the building layout.

At its meeting held on 25 September 2012, the Council revoked the resolution of 10 September 2012 relating to the main vehicular / pedestrian entrance. This has resulted in the main site entrance being located on McDonald Avenue, Mount Barker.

A Workshop was held with Councillors on 25 September 2012 during which a revised building elevation was presented, showing flat verandahs. Councillors

provided some input on the design and the proposed building materials, including suggestions for amendments.

STATUTORY ENVIRONMENT

Section 205 (2) of the Local Government Act (1995) provides that a local government is a body corporate with perpetual succession and at subsection (3) has the legal capacity of a natural person.

EXTERNAL CONSULTATION

Consultation has occurred with Michel Greenhalgh from MCG Architects.

FINANCIAL IMPLICATIONS

Additional design costs will be incurred with the amendments to the building elevation and layout plans and site layout plans, as a result of the Special Council Meeting held on 10 September 2012.

The endorsement of the proposed building elevations and materials, the subject of this report, will not incur any additional costs.

The proposed amendments may result in savings to the construction costs for the development.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy 1.5.3:

‘Develop Sounness Park as the primary ball sports facility in the District.’

OFFICER COMMENT

During the workshop held on 25 September 2012, the Council emphasised that ease and minimisation of maintenance and maximum durability were the main priorities for the Sounness Park Development design. Five key issues were raised:

1. Remove the proposed plywood lining under the verandah and replace it with a product that doesn't absorb moisture, doesn't require varnishing, has a smooth / flat finish and is durable and vandalproof.

The Architect has recommended that the verandah lining be changed to painted fibre cement.

2. All metal on the verandah structure and detailing to be galvanised, with the exception of the stainless steel downpipes which could be retained if it didn't result in the different metals reacting.

The Architect has agreed that all verandah structure metal will be galvanised. The stainless steel downpipes will be replaced with Colorbond® downpipes

due to concerns about electrolysis occurring between the galvanised metal and stainless steel.

3. Replace the timber in-fill within the verandah posts with a different product, or change the verandah post design to remove the timber in-fill and LED lighting.

Timber posts and LED lighting have been removed from the design. The Architect proposes to retain the 'H' post structure for maximum strength / integrity and to provide some design interest.

4. Amend the verandah design from a circular structure to a flat verandah structure, as shown on draft designs dated 13 September 2012 (attached).
5. Review the roof material from the light coloured Colorbond ® to a product that provides maximum energy efficiency (ie heat reflection) and will not attract a mould / lichen.

The Architect has reviewed the Colorbond ® product and has advised that mould / lichen growth is very uncommon and not typical of the product. Roofs that have a shallow pitch (less than 5 degrees) or do not receive much sunlight may show water marks or have a mould / lichen growth, however this may occur on any roof product.

The Colorbond ® website provides a comparison of the energy efficiency of Colorbond ® versus Zinalume ® over the life of the product and light colours of Colorbond ® are shown as more energy efficient.

The Architect has recommended that the Colorbond ® roof product remain.

Once the building design and materials have been endorsed, the documentation will be finalised and the project will go to Tender. It is recommended that Tenders occur in either early November 2012 or February 2013 onwards. December 2012 and January 2013 should be avoided as these are often times that construction companies are preparing for a break, or taking leave, and their focus on tendering and providing accurate prices may be lacking.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr L Handasyde, seconded Cr S Etherington:

That:

1. The Sounness Park Redevelopment Club Room and Change Room Concept Plan, dated 15 October 2012, as attached, be endorsed.
2. The Verandah Post Details Plan, dated 13 September 2012, as attached, be endorsed with the following amendments (shown on the plan):
 - a) verandah lining to be painted fibre cement;
 - b) verandah structure metal to be galvanised with Colorbond downpipes; and
 - c) timber in-fill and LED lighting be removed.
3. The Chief Executive Officer be requested to complete the tender documentation, including plan specifications, for a November 2012 tender date.

AMENDMENT

Moved Cr B Bell, seconded Cr M Skinner:

That a point 2d) be added 'custom orb zincalume be used for all roof decking' and the motion be recast accordingly.

CARRIED (7/1)

NO. 219/12

AMENDMENT

Moved Cr J Moir, seconded Cr B Bell:

That the words 'subject to the removal of the gardens shown directly adjacent to the buildings and the use of grass in those areas' be added to part 1 after the word 'endorsed'.

CARRIED (7/1)

NO. 220/12

COUNCIL DECISION

That:

1. The Sounness Park Redevelopment Club Room and Change Room Concept Plan, dated 15 October 2012, as attached, be endorsed, subject to the removal of the gardens shown directly adjacent to the buildings and the use of grass in those areas, be endorsed.
2. The Verandah Post Details Plan, dated 13 September 2012, as attached, be endorsed with the following amendments (shown on the plan):
 - a) verandah lining to be painted fibre cement;
 - b) verandah structure metal to be galvanised with Colorbond downpipes;
 - c) timber in-fill and LED lighting be removed; and
 - d) custom orb zincalume be used for all roof decking.
3. The Chief Executive Officer be requested to complete the tender documentation, including plan specifications, for a November 2012 tender date.

CARRIED (8/0)

NO. 221/12

3:28pm Cr C Pavlovich returned to the meeting.

9.4 CORPORATE SERVICES REPORTS

9.4.1 GENERAL MEETING OF ELECTORS – 2011/2012 ANNUAL REPORT

File No:	N24135
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	16 October 2012

PURPOSE

The purpose of this report is to set a date for the General Meeting of Electors to receive the Shire of Plantagenet's 2011/2012 Annual Report.

BACKGROUND

The annual financial audit for 2011/2012 was conducted by representatives of the Council's auditors, Lincolns Accountants in September 2012.

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 5.27 – 5.33 govern the holding of electors' meetings.

Section 5.27 (1) states

'(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.'

Section 5.29 (1) further states

'(1) The CEO is to convene an electors' meeting by giving-
(a) at least 14 days' local public notice; and
(b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.'

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The receipt of the auditor's report is not expected until mid October 2012. It is hoped to present the auditor's report to the meeting of the Council to be held on 6 November 2012. Assuming this and a subsequent advertisement in the West Australian on 10 November 2012, the earliest date for the AGM would be 27 November 2012. Annual General Meetings are traditionally held on Tuesdays.

Ideally, the General Meeting of Electors should be held in this calendar year. Holding off setting a date for the General Meeting of Electors until receipt of the auditor's report may jeopardise this.

A date and time for the General Meeting of Electors of Tuesday 27 November 2012 at 6.30pm has been recommended.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Moir:

That subject to the timely receipt of the Shire's audit report, a General Meeting of Electors be held at 6.30pm on 27 November 2012 to receive the 2011/2012 Annual Report.

CARRIED (9/0)

NO. 222/12

9.4.2 FINANCIAL STATEMENTS – SEPTEMBER 2012

File No:	N24238
Attachment:	Financial Statement (separate attachment)
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Brendan Webb Accountant / Office Manager
Proposed Meeting Date:	16 October 2012

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the month ending 30 September 2012.

STATUTORY ENVIRONMENT

Regulation 34 of the Financial Management Regulations 1996 requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- a) annual budget estimates;
- b) budget estimates to the end of the month;
- c) actual amount of expenditure and revenue;
- d) material variances between comparable amounts in b) and c) above; and
- e) the net current assets at the end of the month to which the statement relates ie: surplus/deficit position.

The Statement is to be accompanied by:

- a) explanation of the composition of net current assets, less committed assets and restricted assets;
- b) explanation of the material variances; and
- c) such other information considered relevant by the local government.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Moir:

That the Financial Statements for the month ending 30 September 2012 be received.

CARRIED (9/0)

NO. 223/12

9.4.3 LIST OF ACCOUNTS - SEPTEMBER 2012

File No:	N24278
Attachments:	List of Accounts
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	16 October 2012

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of September 2012.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments (10 May 2009). Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Council Policy F/FM/7 – Purchasing and Tender Guide applies.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr M Skinner:

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended September 2012 be received and recorded in the minutes of the Council, the summary of which is as follows:

- a. Electronic Payments and Direct Debits totalling \$996,271.98;
- b. Municipal Cheques 43193 – 43202, 43213 – 43247, 43250 – 43261 and 43265 - 43270 totalling \$457,871.97; and
- c. Cancelled cheques 43203 – 43212, 43248 – 43249 and 43262 – 43264.

CARRIED (9/0)

NO. 224/12

9.4.4 SELF SUPPORTING LOAN - PLANTAGENET VILLAGE HOMES INC

A Closely Associated Person (Section 5.62 LGA) Interest was disclosed by Cr Gert Messmer. Nature and extent of interest – Wife is Board member of Plantagenet Village Homes Inc.

A Financial/Indirect Financial (Section 5.60(A) and Section 5.61 LGA) Interest was disclosed by Cr Andrus Budrikis. Nature and extent of interest – General Manager of Building Company (Imagin) that has lodged an expression of interest with Plantagenet Village Homes.

3:33pm Cr G Messmer and Cr A Budrikis withdrew from the meeting.

File No: N23988
Attachments: [Agreement PVH Collet Barker Court SSL 2012](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to consider a request by Plantagenet Village Homes Inc (PVH) for a self supporting loan of \$1.2 million to assist with the development of Collet Barker Court, independent village units for seniors at Lot 98 Marion Street, Mount Barker.

BACKGROUND

In May 2012, PVH requested the Council to consider including a loan of \$1.2 million in its 2012/2013 draft budget. This proposal was included in the budget, as requested. Some discussions have taken place with Councillors since then. A presentation was made to Councillors by representatives of PVH on 25 September 2012.

STATUTORY ENVIRONMENT

Local Government Act (1995) and Local Government (Financial Management) Regulations 1996

Section 6.20 of the Act relates to borrowings by local authorities. This section requires one month's local public notice and submission period if the proposal to borrow was not included in the annual budget. Such advertising would not need to be undertaken in this instance as the proposal was included in the 2012/2013 budget.

Regulation 50 requires that an annual financial report of a local government is to include, for the financial year covered by the annual financial report and the 2 preceding financial years, a number of different ratios, including the debt service cover ratio. The ratios required by this regulation have changed from those required in previous years.

FINANCIAL IMPLICATIONS

All repayments relating to self supporting loans would be met by PVH and therefore there are minimal financial implications to the Council. Should PVH cease to exist then the loan will become the Council's responsibility. However, additional borrowings may affect the Council's ability to borrow more money for its own purposes.

POLICY IMPLICATIONS

Council policy F/FM/1 relates to self supporting loans. The policy states as follows:

“OBJECTIVE:

To assist clubs and organisations in improving community based facilities.

POLICY:

Eligible Organisations

Loans will only be considered for applicants that are incorporated bodies occupying land either owned by, or vested in the care, control and management of a community organisation.

Organisations are to provide:

- 1. Three years audited financial statements.*
- 2. A business plan for the proposed term of the loan that clearly demonstrates an ability to repay.*
- 3. Their constitution.*
- 4. Minute agreeing to borrow funds.*
- 5. Whatever security or guarantees that the Council considers appropriate to ensure that the loan is repaid.*
- 6. Any other information that the Council requires.*

Funding Details

Funds will only be provided for capital works on the subject land when ownership of all infrastructure ultimately vests in the community (notwithstanding established leasehold arrangements).

Loans will be provided at the State Treasury interest rate when drawing the loan and will be fixed for the duration of the loan. The term of the loan is not to exceed ten years. Loan repayments will be amortised and will generally be six monthly unless the applicant organisation requests otherwise.

Approval Process

The Council will consider the approval of the loan on the following basis:

- 1. Demonstrated ability to repay.*
- 2. Maximum loan amount 50% project cost or 50% of value of completed structure (not to include land content).*
- 3. Stability, sound management, membership base, community accessibility and longevity of applicant organisation.*
- 4. Funds being used for capital improvements.*
- 5. Debenture security over assets (including lease) of organisation if considered appropriate.*

Organisations will be required to:

1. *Enter into a Deed of Agreement for the period of the loan repayments.*
2. *Pay all costs associated with the preparation of documents concerning the raising of the loan.*
3. *Insure and keep insured premises where the premises are security over repayment of a loan.*

Any proposal to lend to a community organisation that has not been included in the Council's annual budget must be advertised for one month in accordance with section 6.20 (2) of the Local Government Act 1995.

Other

Funds will only be released after documentary proof of significant expenditure (or committed expenditure) is submitted.

The Council will seek any remedy available to it under law in terms of the recovery of delinquent instalments of loans."

In addition, the Council's Policy on Borrowings (F/FM/6) recommends that the following financial ratios to be maintained:

	Council Policy	2011/12 Actual	2011/12 plus \$1.2 million
1. Debt Service Ratio A This ratio means: <u>Debt Service Cost</u> Available Operating Revenue	< 10%	3.68%	4.64%
2. Debt Service Ratio B This ratio means: <u>Debt Service Cost</u> Total Rate Revenue	< 30%	5.43%	6.85%
3. Gross Debt to Revenue Ratio This ratio means: <u>Gross Debt</u> Total Revenue	< 60%	30.9%	46.7%

The new ratio required by Regulation 50 is also shown below:

	Recommended Level	2011/12 Actual	2011/12 plus \$1.2 million
Debt Service Cover Ratio This ratio means: Annual operating surplus before <u>interest and depreciation</u> principal and interest	5.0	16.1	10.55

All of these ratios are currently being met and will continue to be met, even considering the proposal for the Council to borrow up to a further \$1 million for the redevelopment of Sounness Park. In this instance, the Debt Service Cover Ratio would reduce to 8.2, which is still above the recommended benchmark of 5.0.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides at Outcome 1.6 (Quality of life for the aged) the following strategy 1.6.1:

'Provide and promote services and facilities that meet the needs of the aged.'

OFFICER COMMENT

The loan of \$1.2 million would be taken out over ten years, fixed at the interest rate of the day of draw down. Repayments on a ten year loan at 3.83% (current interest rate) would be \$146,242.68 per year and \$255,749.15 worth of interest would be paid over the life of the loan.

Should the Council approve this request, then the Council's total loan indebtedness would rise from \$2,346,307.00 to \$3,546,307.00 with the self supporting loan component being \$1,326,934.00.

In accordance with the requirements of the Council's Self Supporting Loan policy, the Club has provided the following information in support of the application (Refer to information sent to Councillors separately):

1. Three years audited financial statements.
2. A business plan for the proposed term of the loan that clearly demonstrates an ability to repay.
3. Their constitution.
4. Minutes agreeing to borrow funds.

The request from PVH is in line with all aspects of the policy, as detailed below:

1. *Demonstrated ability to repay.*
PVH has provided a business plan and a staged construction cash flow budget which has some flexibility and provides for a surplus after five years, in addition to paying for the clubhouse. A possibility exists of an early payout of the loan, which will be subject to the WA Treasury Corporation's requirements at the time.
2. *Maximum loan amount 50% project cost or 50% of value of completed structure (not to include land content).*
The total project cost is approx \$7 million. The loan of \$1.2 million represents 17.14% of the total cost (and excludes any land content).
3. *Stability, sound management, membership base, community accessibility and longevity of applicant organisation.*
PVH commenced in 1971 and is a not for profit organisation run by a volunteer Committee of Management. PVH currently owns and manages 22 independent living units for seniors in Mount Barker. (Refer to Business Plan for further information.)
4. *Funds being used for capital improvements.*
This is a major capital works project.
5. *Debenture security over assets (including lease) of organisation if considered appropriate.*

This is a very large sum to lend without security over an asset. However, there are a number of factors which have been considered which would seem to eliminate any likelihood of default, as follows:

- The organisation's longevity, standing within the community and past operational and financial history.
- The current financials show that at any point in time, the organisation has more than adequate cash reserves to cover any requirement to pay back any ingoing fees to tenants on lease for life arrangements as well as maintenance requirements.
- There are caveats in place to protect Lions Venture Village tenants and also the Redman Court lease for life residents.
- A contingency plan for PVH was to look to sell one of the Redman Court locations (which contains four market rental units) if PVH ever got into financial difficulties.
- PVH currently has no loans or mortgages.

PVH would have no problem entering signing a deed of mortgage. Nevertheless, in this instance it is not considered necessary given a Deed of Repayment will be in place.

The proposal will provide an important facility for seniors within the Shire. The Western Australian Treasury Corporation has also now given its approval to the loan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That:

- 1. Plantagenet Village Homes Inc be offered a \$1.2 million self supporting loan for the construction of the first stage of Collet Barker Court, independent residential units for seniors, subject to the following conditions:**
 - a) The Council securing a corresponding loan from the Western Australian Treasury Corporation;**
 - b) The interest rate to be fixed for the life of the loan;**
 - c) PVH paying all costs associated with the preparation of documents concerning the raising of the loan;**
 - d) No further loans are to be entered into (other than the loan required to progress the construction of Collet Barker Court and a normal operating overdraft) without the prior approval of the Council; and**
 - e) The funds only being released after documentary proof of committed expenditure is provided.**
 - 2. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Debenture Agreement between the Shire of Plantagenet and the Western Australian Treasury Corporation relating to a self supporting loan of \$1.2 million for Plantagenet Village Homes Inc.**
-

3. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Deed of Repayment between the Shire of Plantagenet and Plantagenet Village Homes Inc relating to a self supporting loan of \$1.2 million.

CARRIED (7/0)

NO. 225/12

3:41pm Cr G Messmer and Cr A Budrikis returned to the meeting.

9.4.5 ELECTIONS 2013 - LOCAL GOVERNMENT - METHOD OF VOTING

File No: N24121
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to appoint the Western Australian Electoral Commission to be responsible for the conduct of the October 2013 Ordinary Local Government Elections, and to endorse those elections to be conducted as postal ballots.

BACKGROUND

The Council has used the Western Australian Electoral Commission to conduct postal voting elections for every election held since May 1988.

STATUTORY ENVIRONMENT

Section 4.61 (1) of the Local Government Act 1995 states:

'The election can be conducted as a -

"postal election" which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

"voting in person election" which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.'

Section 4.61 (2) of the Local Government Act 1995 states:

'The Local Government may decide (absolute majority required) to conduct the election as a postal election.'

Section 4.20(4) of the Local Government Act 1995 states:

'A Local Government may, having first obtained the written agreement of the Electoral Commissioner, declare (absolute majority required) the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.'

FINANCIAL IMPLICATIONS

An amount of approximately \$20,000.00 would need to be allocated in the 2013/2014 budget for the conduct of the 2013 elections. Costs not included in this estimate include:

- Non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- One local government staff member to work in the polling place on election day.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides at Outcome 4.1 (Effective governance and leadership) the following strategy 4.1.7:

‘Continue to support local government elections being conducted by an external body.’

OFFICER COMMENT

The Council has used the Western Australian Electoral Commission to conduct postal voting elections for every election held since May 1988. The conduct of the elections has been to a high standard. It is also preferable for the administration to be removed from the process.

It is therefore recommended that October 2013 elections be held as a postal ballot, to be conducted by the Electoral Commission of Western Australia.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**Moved Cr S Etherington, seconded Cr A Budrikis:****That:**

- 1. In accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner of Western Australia be responsible for the conduct of the Shire of Plantagenet 2013 Ordinary Local Government Elections together with any other elections or polls which may also be required.**
- 2. In accordance with Section 4.61(2) of the Local Government Act 1995, the method of conducting the election will be as a postal election.**

CARRIED (9/0)**NO. 226/12****Absolute Majority**

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 CHRISTMAS CLOSURE 2012/2013

File No: N24216
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Assistant
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to seek approval to close the Shire's facilities that are open to the public between Christmas and New Year – December 2012/January 2013.

The specific facilities are:

- Shire Administration Office
- Mount Barker Library
- Rocky Gully Library
- Mount Barker Swimming Pool
- Mount Barker Community Recreation Centre
- Great Southern Regional Cattle Saleyards
- Waste Management Facilities

BACKGROUND

The Council has authorised the closure of its facilities for the period between Christmas and New Year for a number of years and this has not caused any community disquiet or inconvenience.

STATUTORY ENVIRONMENT

There are no strategic implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

OFFICER COMMENT

The closure of the administration office is an opportunity for all members of the staff to utilise the former holidays enjoyed by officers in Local Government being Easter Tuesday and 2 January. Although these holidays were repealed some years ago, at arbitration they were retained to be taken at mutually convenient times and have been recognised in the negotiated Collective Agreement. The Chief Executive Officer has informed staff members that he would prefer these holidays to be taken

between Christmas and New Year wherever possible to minimise disruption to office routine.

This year Christmas Day falls on a Tuesday. The Council will be asked to close the Council's facilities from the close of business on Monday 24 December 2012, with normal business resuming on Wednesday 2 January 2013.

Closing from the 24 December 2012 to Wednesday 2 January will involve staff taking an accumulated RDO or annual leave day for Monday 31 January with the balance of the days including the two Local Government Days in Lieu, Christmas, Boxing and New Years Day.

No programs have been arranged for Monday 24 December 2012 at the Recreation Centre, however 'Gold pass' members can still access the gymnasium.

Closure days for the Administration office and Libraries would be:

- Tuesday 25 December 2012 Public Holiday (Christmas Day)
- Wednesday 26 December 2012 Public Holiday (Boxing Day)
- Thursday 27 December 2012 Local Government Day in Lieu (formerly Easter Tuesday)
- Friday 28 December 2012 Local Government Day in Lieu (formerly - Public Holiday formerly Public Holiday after New Years Day)
- Saturday 29 December 2012 (Library staff taking accumulated RDO or annual leave)
- Monday 31 December 2012 (staff taking accumulated RDO or annual leave)
- Tuesday 1 January 2013 Public Holiday (New Years Day)

Closure days for Waste Management Facilities would be:

- Mount Barker Landfill Site – Tuesday 25 December 2012

Closure days for the Swimming Pool would be:

- Tuesday 25 December 2012

Open/Closure days for the Community Recreation Centre would be:

- Monday 24 December 2012 to Wednesday 2 January 2013 (inclusive)
- Wednesday 2 January 2013 – Friday 4 January 2012 – open for evening hours only (3pm – 8pm)

The closure period for the Great Southern Regional Cattle Saleyards would be:

- No sales in the week ending 28 December 2012

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**Moved Cr G Messmer, seconded Cr S Etherington:****That:**

- 1. The Shire of Plantagenet's Administration Office, Mount Barker Public Library and the Rocky Gully Library be closed from close of business on Monday 24 December 2012 with the resumption of normal services Wednesday 2 January 2013.**
- 2. The Mount Barker Community Recreation Centre be closed from close of business on Friday 21 December 2012 with the commencement of interim services from Wednesday 2 January 2013 and normal services being resumed from Monday 7 January 2013.**
- 3. The Waste Management Facility at O'Neill Road be closed on Tuesday 25 December 2012.**
- 4. The Mount Barker Swimming Pool be closed on Tuesday 25 December 2012.**
- 5. The Great Southern Regional Cattle Saleyards have no sale days in the week ending 28 December 2012.**
- 6. The closures inclusive of public holidays be advertised locally.**

CARRIED (9/0)**NO. 227/12**

9.5.2 SOCIAL CLUBS - REQUEST FOR DONATION

File No: N24218
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to consider requests from the Council's Inside and Outside Social Clubs for donations towards their social activities.

BACKGROUND

The Council has previously granted funds for social activities of both social clubs. Both social clubs are very active, creating positive attitudes between staff and the organisation.

FINANCIAL IMPLICATIONS

A donation of \$500.00 for the Inside and Outside Staff Social Club was approved in the previous year. Budget line 20030.0083 Meals and Refreshments has sufficient funds for a \$500.00 donation to each social club.

A general donation to a social club does not attract Fringe Benefit Tax.

POLICY IMPLICATIONS

There are no policy implications for this report.

OFFICER COMMENT

The Inside Social Club has decided to hold its Christmas Function as a family function at Frost Pavilion on Saturday 17 November 2012. The Inside Social Club has requested a donation towards the cost of this function (copy of letter attached).

As this function will be held on a Saturday, there will be no request for early closure of the office in Mount Barker and it is anticipated that more staff from other facilities (Recreation Centre, Pool, Saleyards and Libraries) will be able to attend.

The Outside Social Club is seeking a donation towards their functions throughout the year.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Bell:

That a \$500.00 donation be made to each of the Inside and Outside Staff Social Clubs, such expenditure being charged to budget line 20030.0083 Meals and Refreshments.

CARRIED (9/0)

NO. 228/12

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 MOUNT BARKER CEMETERY

Moved Cr B Bell, seconded Cr C Pavlovich:

That an area of the new Mount Barker Cemetery be planned to accommodate headstones with grass area between headstones, and that the plots face east-west.

Reason

I have had a number of people ask why we cannot have headstones in the new cemetery. They also have concerns about the plots facing north-south. Tradition is that they face east-west, as they do over the road in our old cemetery. I believe that there should have been more consultation with the public as to the finer detail in the planning of the new cemetery.

COMMENTS OF THE DEPUTY CHIEF EXECUTIVE OFFICER

While no report has been prepared in regard to the above notice of motion, the following issues are raised:

Early discussions in regard to the layout of the new cemetery record that there was to be a number of different areas, including an area for traditional full monumental kerbed gravesites. A workshop on the Cemetery Master Plan and Business Plan was held on 8 February 2005. It was agreed that the style of plots in the new Cemetery would include a concrete beamed lawn area and a 'Pinnaroo Style' lawn area with below grass bronze plaques, but not the traditional gravesites. It is understood that the reasoning was due to the lower maintenance costs associated with maintaining lawn sections.

When the Council received grant funding for the cemetery from the Federal Government Regional and Local Community Infrastructure Program, further workshops were held in 2008 in regard to the detailed design of the new cemetery. At that stage, it was decided that all of the lawn areas be the 'Pinnaroo Style' lawn area with below grass bronze plaques.

The cemetery design was undertaken by the Metropolitan Cemeteries Board. There is no requirement for graves to be facing east-west, or any particular direction. The plot sizes have been designed based on a lawn style cemetery. A change to the style of any particular section would necessitate a change to the plot layout. There would be some cost to this.

At its meeting held on 9 November 2010, the Council resolved, in part, that:

'5. The following sections be set aside in the Mount Barker (West) Cemetery:

a) General Sections A-F shown on the attached cemetery plan shall be lawn sections; '

It is considered that this decision of the Council would not need to be amended if the style of cemetery proposed is a beamed lawn section. However, if Cr Bell is proposing a traditional style cemetery with full monumental kerbed gravesites, this decision would need to be formally amended.

Amending a decision needs to be done in accordance with the Local Government (Administration) Regulations 1996. Regulation 10 of those Regulations require that at least one third of the number of offices (whether vacant or not) of members of the Council must support the motion of amendment to be put. Further, the motion to amend must be carried by an absolute majority. Also, the notice of a motion to amend, must be in writing and signed by those members of the Council supporting the matter to be put forward.

A new Council Policy No. A/CA/2 on Cemetery Memorials was also adopted at that meeting. This policy would need to be amended to reflect the changes as a result of a decision to change any section of the new cemetery from the current lawn style.

There would be no amendments required to the Cemetery Local Law in either case.

If the Council implements a change, it would be recommended that the new style not be implemented until the current section has been completed, due to the cost of maintaining two sections concurrently.

MOTION TO ADJOURN THE QUESTION

Moved Cr S Etherington, seconded Cr A Budrikis:

That the question be adjourned to allow further investigation and information to be sought from the Metropolitan Cemeteries Board, local religious leaders and the community on the points raised, and a report be presented to the Council at its meeting to be held in February 2013.

CARRIED (9/0)

NO. 229/12

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Moved Cr L Handasyde , seconded Cr S Etherington:

That new business of an urgent nature, namely:

- Elected Member – Forum attendance

be introduced to the meeting.

CARRIED (9/0)

NO. 230/12

11.1 ELECTED MEMBER - FORUM ATTENDANCE

File No: N24354
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to recommend the attendance by Cr Andrus Budrikis at the Regional and Economic Development Forum being hosted by the Shire of Cranbrook on the 23 and 24 October 2012.

BACKGROUND

This two day forum sponsored by the Shire of Cranbrook, Regional Development Australia, Albany Chamber of Commerce and Industry and the Bendigo Bank will host speakers such as :

- Associate Professor Dr Helen Armstrong, B.Com, Dip Ed, Dip IS, PhD, Co-Director, Centre for Organisational Analysis, School of Information Systems, Curtin University WA;
 - Dr Colin Armstrong, PhD in Forensic Science, Professor at Curtin Business School, Information systems;
 - Rob Edkins, former CEO of South Coast NRM and Now Managing Director of Carbon IQ Pty Ltd;
 - Simon Millcock, Director of Economic Development Australia and Economic Development Officer for Australia's Indian Ocean Territories based on Christmas Island;
 - Debra Bishop, Journalist and Communications expert; and
 - Kate Charters, Convener of Sustainable Economic Growth for Regional Australia (SEGRA) Conference.
-

The Forum will also host panel discussions on local case studies on the importance of Innovation and Diversity to regional and local development and Regional Leadership.

Day two of the forum will involve a half day Economic Development Toolbox workshop.

The preamble for this Forum begins with:

'The future success of our regions is dependent upon our actions, on our willingness to stand up and be counted. Critical to that success is our ability to understand our own regions and the networks that exist within them, to know how to advocate for what we need, understand why innovation and the emerging carbon market are so important and to appreciate that there are many ways to manage the range of perceptions that exist about our communities and regions.'

Mr Peter Duncan, Manager Development Services will be seeking approval from the CEO to attend Day one of the Forum.

FINANCIAL IMPLICATIONS

The Forum will be held in Cranbrook. Registration fees for the Forum are \$150.00 which includes the Full Day Tuesday 23 October, Forum Dinner and the half day Economic Development workshop on Wednesday 24 October 2012.

Council Governance Budget Item 20026.0029 (Conferences, Training and Accommodation) allocation is \$25,000.00 for 2012/2013, with the balance at the time of writing this report of \$23,043.00.

POLICY IMPLICATIONS

Council Policy CE/CS/1 applies. This policy notes that elected members shall receive reimbursement of expenses while attending 'Conferences and Training Sessions specifically authorised by the Council.'

STRATEGIC IMPLICATIONS

The proposal put forward is in line with the Council's Strategic intent.

The Council's Strategic Community Plan (2012-2022) provides at Outcome 4.1 (Effective Governance and Leadership) the following Strategy 4.1.1:

'Provide leadership for the community in sustainability issue and local government reform matters'

and Strategy 4.1.5:

'Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.'

OFFICER COMMENT

It is agreed that the Council would benefit from Cr Budrikis' attendance at this Regional and Economic Development Forum.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr G Messmer:

That Cr Budrikis be authorised to attend the Regional and Economic Development Forum on 23 and 24 October 2012 and expenses be met in accordance with Council Policy No. CE/CS/1 and charged to budget item 20026.0029 (Conferences, Training & Accommodation).

CARRIED (9/0)

NO. 231/12

12 CONFIDENTIAL**12.1.1 SOUTHERN LINK VOLUNTARY REGIONAL ORGANISATION OF COUNCILS - EXECUTIVE OFFICER**

File No: N23639
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 16 October 2012

PURPOSE

The purpose of this report is to present to the Council an alternative for the engagement of a Full Time Executive Officer for the Southern Link Voluntary Regional Organisation of Councils (VROC).

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr B Bell:

4:12pm That the meeting be closed to members of the public pursuant to Section 5.23 (2) (a) of the Local Government Act 1995 as the matter to be considered relates to a matter affecting an employee.

CARRIED (9/0)

NO. 232/12

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr B Bell:

4:29pm That the meeting proceed in public

CARRIED (9/0)

NO. 233/12

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr L Handasyde:

That the Council's Staff Establishment be amended by the:

- a. Deletion of 1.0 FTE VROC Executive Officer**
- b. Addition of 1.0 FTE Assistant Executive Officer**
- c. Deletion of 1.0 FTE Executive Assistant**
- d. Addition of 1.0 FTE Executive Officer/VROC Executive Officer.**

CARRIED (8/1)

NO. 234/12

13 CLOSURE OF MEETING

4:30pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____